Travel & Expense Account Transmittal Sheet

After Approval, Mail Receipts To

HEADQUARTER ACCOUNTING P.O. Box 187019 Sacramento, CA 95818



Employee Name
Expense Dates
Total Expense Amount
Amount Due Employee
Form ID

MORGAN, Brett 10/05/09-10/23/09 1029.46 182.89 TEA000529651

DIRECTIONS FOR SUBMISSION

1. Attach the following receipts, and other appropriate documentation to this Transmittal Sheet.

	Date	Expense Item	Amount	If not submitted - Explain
1)	10/23	Gasoline	9.69	
2)	10/23	Lodging	79.20	

2. Forward Transmittal Sheet and attached documentation through your approval process.

I have reviewed the following documents.

Approved by:

MATTHEW L CATE

Travel & Expense Account Summary

Employee Name Expense Dates Report Name Brett MORGAN 10/05/09-10/23/09 October 2009 | Request Total | \$ 1029.46 |
Direct Charge Total	- 846.57
Travel Advances	- 0.00
Net Due Employee	182.89

Trip Totals							
Trip/Expense Category	Trip Name	Total Amount					
Regular Travel	Simi Valley	466.61					
Regular Travel	San Diego - NIC	562.85					

NOTE: (d)=Direct Charge

DATE	Mon Oct 5	Tue Oct 6	Wed Oct 7	Thu Oct 8	Fri Oct 9		TOTAL
Commercial Air Fare (d)	317.45						317.45
Parking, Auto	9.00	9.00	9.00	9.00	9.00		45.00
Incidentals		6.00	6.00	6.00			18.00
Auto Rental (d)					176.40		176.40
Breakfast					6.00		6.00
TOTALS \$	326.45	15.00	15.00	15.00	191.40		562.85

DATE	Thu Oct 22	Fri Oct 23					TOTAL
Commercial Air Fare (d)	31120						311.20
Parking, Auto	9.00						9.00
Auto Rental (d)		41.52	1	1	Ω.		41.52
Gasoline		9.69					9.69
Lunch		10.00		12			10.00
Incidentals		6.00					6.00
Lodging		79.20					79.20
TOTALS \$	320.20	146.41					466.61

Travel & Expense Account Summary & Detail

Trip/Expense Category Trip Name Date		Expense Item	Amount	Payment Type	
Regular Travel	San Diego -	10/05/09	Commercial Air Fare	317.45	Direct Charge
Regular Travel	San Diego -	10/05/09	Parking, Auto	9.00	Cash
Regular Travel	San Diego -	10/06/09	Parking, Auto	9.00	Cash
Regular Travel	San Diego -	10/06/09	Incidentals	6.00	Cash
Regular Travel	San Diego -	10/07/09	Parking, Auto	9.00	Cash
Regular Travel	San Diego -	10/07/09	Incidentals	6.00	Cash
Regular Travel	San Diego -	10/08/09	Parking, Auto	9.00	Cash
Regular Travel	San Diego -	10/08/09	Incidentals	6.00	Cash
Regular Travel	San Diego -	10/09/09	Parking, Auto	9.00	Cash
Regular Travel	San Diego -	10/09/09	Auto Rental	176.40	Direct Charge
Regular Travel	San Diego -	10/09/09	Breakfast	6.00	Cash
Regular Travel	Simi Valley	10/22/09	Commercial Air Fare	311.20	Direct Charge
Regular Travel	Simi Valley	10/22/09	Parking, Auto	9.00	Cash
Regular Travel	Simi Valley	10/23/09	Auto Rental	41.52	Direct Charge
Regular Travel	Simi Valley	10/23/09	Gasoline	9.69	Cash
Regular Travel	Simi Valley	10/23/09	Lunch	10.00	Cash
Regular Travel	Simi Valley	10/23/09	Incidentals	6.00	Cash
Regular Travel	Simi Valley	10/23/09	Lodging	79.20	Cash

Brett H. Morgan

Sacramento Int'l

Card Account : XXXXXXXXXXXXXXX

Card Type : Visa

Authorization Code: 08631C

Cashier: 7 Seq # 20258
License Plate: XX NOPLATE
Ent: 11:36 10/05/09 Lane 7
Exit: 09:09 10/09/09 Lane 15

FEE \$ 36.00
AMOUNT TEND \$ 36.00
CASH \$ 0.00
CREDIT CARD \$ 36.00
CHECK \$ 0.00
CHANGE CALC \$ 0.00

PAID AT CT \$ 36.00 Taxes Included

+ ** Start Calculation Details +++

0.03 Day(s) 0.00 = 0.00

144 End Calculation Details 314

11+ Illiank You ***

Blankenship, Jolene

From:

Southwest Airlines [SouthwestAirlines@luv.southwest.com]

Sent:

Wednesday, September 30, 2009 10:18 AM

To:

Blankenship, Jolene

Subject:

Ticketless Confirmation - MORGAN/BRETT - NG4B3E



Receipt and Itinerary as of 09/30/09 12:17 PM

Confirmation Number NG4B3E

Confirmation Date: 09/30/09

CID: 99209191

Received: WN/STATEOF CALIFORNIA BY

ICBM



Passenger Information	Andreas ISoumbu	mstAirlings/Bin/ an unio	enst nothing (C)
Passenger Name	Account Number	2009 Ticket#	Expiration ¹
MORGAN/BRETT	00001046516004	5262157014098	09/30/10

¹ All travel involving funds from this Confirmation Number must be completed by the expiration date.

Itinerary	The state of the state of	
Date	Flight	Routing Details
Mon Oct 05	0335	Depart SACRAMENTO CA (SMF) at 12:25 PM Arrive in SAN DIEGO CA (SAN) at 1:55 PM
Fri Oct 09	2030	Depart SAN DIEGO CA (SAN) at 6:30 AM Arrive in SACRAMENTO CA (SMF) at 8:10 AM

Cost and Payment Summary

Air \$275.58 \$27.87 Tax \$9.00 PFC Fee \$5.00 Security Fee

Total Payment: 317.45

Current payment(s)

09/30/09 Amer Express XXXXXXXXXXXX1015 \$317.45

Fare Calculation:

SMF WN SAN137.79YL/S08 WN SMF137.79YL/S08 275.58 END ZPSMFSAN XFSMF4.5SAN4.5 AY5.00\$SMF2.50 SAN2.50

Fare Rule(s) And And I SAN DIEGO CA (SAN) at 1:50 PM

Blankenship, Jolene

From:

Enterprise Rent-A-Car Reservations [onlinereservations@enterprise.com]

Sent:

Wednesday, September 30, 2009 12:57 PM

To:

Blankenship, Jolene

Subject:

Confirmed: Enterprise Rent-A-Car Reservation

Dear Brett Morgan,

Thank you for choosing Enterprise. We look forward to seeing you on Monday, October 5, 2009 at 2:30 pm. If you didn't print your confirmation when you reserved your car, please print this Email or record your confirmation number. You may need it when you pick up your rental. Your rental information is summarized below.

P.S. Remember us when you're renting in town. Enterprise is always nearby at more than 6,500 neighborhood locations.

RESERVATION INFORMATION

Confirmation Number: RWCXV6

Billing Code-Index-PCA-OST Number: 63900-4100-10101

Name: Morgan, Brett

Pick Up Date: Monday, October 5, 2009 at 2:30 pm

Drop Off Date: Friday, October 9, 2009 at 6:30 am

Rental Office Address and Phone Number:

SAN DIEGO AIRPORT 1691 HANCOCK STREET SAN DIEGO, CA 92101-1117 Tel.: (619) 294-3313

Office Hours:

Monday	5:00	am	11:00	pm	
Tuesday	5:00	am	11:00	pm	
Wednesday	5:00	am	11:00	pm	
Thursday	5:00	am	11:00	pm	
Friday	5:00	am	11:00	pm	
Saturday	5:00	am	11:00	pm	
Sunday	5:00	am	11:00	pm	

Car and Rate Information for /CDCR HQ:

Compact

Nissan Versa, Toyota Yaris or similar

133.84 USD (4 Days @ 33.46)

10.00 USD (CONSOLIDATED FACILITY CHARGE)

143.84 USD (Subtotal)

4.68 USD (CA TOURISM FEE)

14.87 USD (AIRPORT CONCESSION FEE)

13.01 USD (SALES TAX)

Total charges 176.40 USD

NOTE: Pricing does not include coverage.

ENTERPRISE PICK-UP POLICY

IF ARRIVING VIA TERMINAL 1 OR 2 AN ENTERPRISE SHUTTLE IS AVAILABLE FOR TRANSPORT TO THE RENTAL OFFICE. PLEASE FOLLOW THE SIGNS DISPLAYING A GREEN SHUTTLE ICON TOWARDS THE GROUND TRANSPORTATION AND COURTESY VAN PICK UP AREA. ENTERPRISE COURTESY SHUTTLES ARE SCHEDULED TO ARRIVE EVERY 7 TO 10 MINUTES. IF ARRIVING VIA THE COMMUTER TERMINAL PLEASE CONTACT ENTERPRISE TO ARRANGE SHUTTLE SERVICE. A COURTESY PHONE IS LOCATED NEAR BAGGAGE CLAIM AND AN ENTERPRISE REPRESENTATIVE CAN BE REACHED BY SELECTING OPTION # 5.

ENTERPRISE AGE POLICY

THE RENTER MUST BE 21 YEARS OF AGE OR OLDER TO RENT A ECONOMY THROUGH FULLSIZE VEHICLE. THE RENTER MUST BE AT LEAST 25 YEARS OF AGE OR OLDER TO RENT SPECIALTY VEHICLES (PREMIUM, LUXURY, MINI-VANS, VANS, SPORT UTILITIES, ETC.) ALL DRIVERS MUST BE AT LEAST 25 YEARS OF AGE OR OLDER IN ORDER TO TRAVEL WITH ANY SIZE CAR INTO MEXICO.

ENTERPRISE MISCELLANEOUS POLICY

IMPORTANT: PLEASE READ THIS OFFICE DOES NOT SERVICE OR PICK UP AT THE PORT OF SAN DIEGO (FOR CRUISE SHIPS). PLEASE UTILIZE OUR OFFICE LOCATED AT: 900 "F" STREET SUITE 167, SAN DIEGO DOWNTOWN. FOR QUESTIONS PLEASE CALL (619) 696-5000 * * * A \$300 CREDIT CARD AUTHORIZATION OR THE AMOUNT OF THE RENTAL PLUS 20 PERCENT WHICHEVER IS HIGHER WILL BE TAKEN AT THE TIME OF ALL RENTALS. **DEBIT CARDS ARE NOT ACCEPTED FOR LOCAL RENTALS FOR THIS LOCATION.

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ENTERPRISE AFTER HOURS POLICY

RETURN TO: PARK & RIDE - 3550 KETTNER BLVD PHONE: (619)295-6659. RETURN RENTAL VEHICLE TO ANY ONE OF THE SEVERAL SECURED "PARK & RIDE" LOTS LOCATED NEAR THE INTERSECTION OF OF KETTNER BLVD & SASSAFRAS ST. UPON ARRIVAL AT THE "PARK & RIDE" LOCATION, INFORM THE ATTENDANT THAT YOU ARE RETURNING AN ENTERPRISE RENTAL VEHICLE. 24 HR COMPLEIMENTARY SHUTTLE SERVICE WILL BE PROVIDED. PLEASE ALLOW 5-10 MINS FOR SHUTTLE SERVICE BACK TO THE AIRPORT.

TO MODIFY OR CANCEL THIS RESERVATION

Please click the link below to modify or cancel this reservation.

(Note: Modifying your location, date, or time may result in changes to your rates, taxes, surcharges or underage fee).

https://www.enterprise.com/car_rental/deeplinkmap.do?bid=001&confirmnum=RWCXV6&lastname=Morga_n&cnty=US&language=EN



ENTERPRISE RENT-A-CAR COMPANY OF LOS ANGELES 3220 WINONA AVE BURBANK,CA 915042544 (818) 558-7336 Branch: 1003099 Ticket: 103118 Ref#: 689YVG

BRETT /CALGOVT MORGAN Out: 10/22/2009 3:00 PM In: 10/23/2009 7:53 AM Vehicle: 2009 KIA SPEC 4DEX Vehicle License: 6HOL689

TIME & DISTANCE 10\$33.46/DAY = \$33.46 REFUELING CHARGE \$0.00 AIRPORT CONCESSION FEES \$3.31 9.8830% = CA TOURISM FEE 3.5000% = \$1.17 SALES TAX 9./5000 Total Charges: \$3.58 \$41.52 Less Bill To: \$41.52 /CDCR HQ** Balance Due: \$0.00

> Thank you for renting from Enterprise Rent-a-Car To reserve a car use: 1 (800) RENT-A-CAR or www.enterprise.com

SHELL V-FOWER ACTIVELY CLEANS AS YOU DRIVE #1: 818 -767-3221

SALES RECEIPT 442 719308 5-ELL 7710 HOLLYWOOD WAY 3JRBANK CA 81505

DATE 10/23/09 7:474Y L VOICE# 25255 BUTH# 02466C VISA ACCOUNT NUMBER */XX XXXX XXXX

FLMP PRODUCT SZG 22 UNLD \$2,898

-LLONG FUEL TOTAL 5.232 FUEL TOTAL 5.33

UR MOST VERY -

Brett H. Morgan

Airport

d Type : Visa

norization Code : 06240C

ense Plate: XX NOPLATE : 12:48 10/22/09 Lane 7 t: 10:45 10/23/09 Lane 15

FEE \$ 9.00
AMOUNT TEND \$ 9.00
CASH \$ 0.00
CREDIT CARD \$ 9.00
CHECK \$ 0.00
CHANGE CALC \$ 0.00

PAID AT CT \$ 9.00 Taxes Included

Start Calculation Details *

1 Day(s) 0\$9.00 = \$9.00

and Coi dien De vil

151 1.06 0.448

nterprise MD 6:00 AM - 11:00 PM TU 6:00 AM - 11:00 PM 6:00 AM - 11:00 PM TH 6:00 AM - 11:00 PM 6:00 AM - 11:00 PM SA 6:00 AM - 11:00 PM SU 6:00 AM - 11:00 PM REF# 689YV6 ENTERPRISE RENT-A-CAR COMPANY OF LOS AMBELES ER OF VEHICLE 3220 WINDNA AVE, BURBANK. CA, 915042544 NCH ADDRESS: KEVINNERB RENTAL TYPE /CDCR HD** 999 103118 BUSINESS DAY = 24 HOUR PERIOD 3:00 AM RENTER 10/22/2009 MORGAN CHARGES IF DIFFERENT VEHICLE \$11.16/HOUR \$33.46/DAY ORIGINAL VEHICLE COLOR 61101689 VHITE MODEL ECAR# PELTRA TBTNNN IN BILL All F. NO CHARGE MILEAGE /CDCR HQ** TO AGE OUT 10159 ATTN (916) 787-4500 e6989+ UNKNOWN EMPLOYEE # REFERENCE NUMBER 63900-4100-10101 ADDITIONAL AUTHORIZED DRIVER(S) - EXCEPT AS REQUIRED BY LAW, NONE PERMITTED WITHOUT OWNER'S MNO DAMAGE

OBSCRED

SNOLLDENO GTBIHSENIM NO OTHER DRIVERS PERMITTED 0 WHO IS UNDER MY CONTROL AND DIRECTION TO DRIVE VEHICLE FOR ME AND ON MY BEHALF. I AM RESPONSIBLE FOR THEIR ACTS WHILE THEY ARE DRIVING, AND FOR FULFILLING TERMS AND CONDITIONS OF THIS RENTAL AGREEMENT (AGREEMENT). USE OF VEHICLE BY AN UNAUTHORIZED DRIVER WILL AFFECT MY LIABILITY AND RIGHTS UNDER THIS AGREEMENT. 0 PERMISSION GRANTED TO OPERATE VEHICLE ONLY IN THE STATE OF RENTAL AND CONDITION SAME ON RETURN Yes No THE FOLLOWING STATE(S): E 1/8 1/4 3/8 1/2 5/8 3/4 7/8 OPERATION IN ANY OTHER STATE OR COUNTRY WILL AFFECT YOUR LIABILITY AND RIGHTS UNDER THIS AGREEMENT. E 1/8 1/4 3/8 1/2 5/8 3/4 7/8 病 RENTER ACCEPTS OPTIONAL DAMAGE RENTER DECLINES OPTIONAL DAMAGE RENTER: X MAGE WAIVER NOTICE: WAIVER (DW) AT FEE SHOWN IN COL-WAIVER (DW) AND ASSUMES DAMAGE RESPONSIBILITY. SEE PAGE 2, UMN TO RIGHT. SEE DW NOTICE TO LEFT AND PAGE 3, PARAGRAPH 16. DW NTER ACKNOWLEDGES CDW INCLUDED IN RATE PARAGRAPH 6. IS NOT INSURANCE. CEIPT OF ORAL DIS-RENTER: X SURE THAT DAMAGE RENTER ACCEPTS OPTIONAL PERSONAL RENTER DECLINES OPTIONAL PERSONAL IVER MAY BE DUPLICA-RENTER: X ACCIDENT INSURANCE COVERAGE/PER-SONAL EFFECTS COVERAGE (PAI/PEC) AT ACCIDENT INSURANCE COVERAGE/PERSONAL E OF COVERAGE MAIN-EFFECTS COVERAGE (PAI/PEC). SEE PAGE 2. FEE SHOWN IN COLUMN TO RIGHT. SEE PARAGRAPH 9 AND 10. NED UNDER HIS OR PAGE 3, PARAGRAPH 18. OWN POLICY OF RENTER ACCEPTS OPTIONAL SUPPLE-RENTER DECLINES OPTIONAL SUPPLEMENTAL TOR VEHICLE INSUR-RENTER: X MENTAL LIABILITY PROTECTION (SLP) NO SLP - SEE MASTER AGRMNT LIABILITY PROTECTION (SLP). SEE PAGE 2, CE. THE PURCHASE OF AT FEE SHOWN IN COLUMN TO RIGHT PARAGRAPH 7. WAIVER IS MAGE RENTER: X ACKNOWLEDGMENT OF THE ENTIRE AGREEMENT,
WHICH CONSISTS OF PAGES 1 THROUGH 4.

HAVE READ AND AGREE TO THE TERMS AND CONDITIONS ON PAGES 1 THROUGH 4 OF THIS AGREEMENT AND BY MY SIGNATL
BLOW I AM THE "RENTER" UNDER THIS AGREEMENT BY SIGNING BELOW, I AM AUTHORIZING OWNER TO PROCESS CHARGES
IV CREDIT CARDICIA NUMBER THIS AGREEMENT BY SIGNING BELOW, I AM AUTHORIZING OWNER TO PROCESS CHARGES
IV CREDIT CARDICIA NUMBER TO PROCESS THAT THE PROPERTY OF TIONAL AND MAY BE CLINED. FUEL CHARGE \$4.60/GALLON NTER: X REPLACEMENT VEHICLE RENTER: X 10/22/2009 SALES TAX 9.75% EMRC OWNER REP AIRPORT CON FEE 9.883% TOURISM 3.50% E934DR DEPOSIT(S): COLOR LICENSE NO I WILL RETURN CAR BY: PAID BY DATE MODEL FCAR# 10/23/2009 8:00 AM IN IILE-GE ADDITIONAL INFORMATION ESTIMATED TOTAL COMPACT MPLOYEE # TOTAL CHARGES CONDITION AND FUEL X LEVEL AGREED TO DEPOSITS NO DAMAGE REFUNDS AMOUNT DUE CLOSED BY PAID BY CASH CHECK CHARGE CONDITION SAME ON BETURN YES NO E 1/8 1/4 3/8 1/2 5/8 3/4 7/8 F ESTIMATED TOTAL EXCLUDES CHARGES THAT CANNOT BE DETERMINED AT THE TIME DATE AMOUNT RECEIVED BY RECEIPT OF RENTAL COMMENCES CASH REFUND E 1/8 1/4 3/8 1/2 5/8 3/4 7/8 F

AL PM

32WCASPR08AIR PAGE 1 of 4



999 ENCHANTED WAY, SIMI VALLEY, CA 93065

Phone: 805.583.2000 / Fax: 805.583.2779 Toll Free: 1.800.455.SIMI - 1.800.455.7464

Page: 1

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Morgan, Brett 1515 S St. Sacramento

CA 95817 USA Arrival Departure 10/22/09 10/23/09 : 22 pm

Guests

1 258

Prison Fellowship

Confirmation 44309 Ref#

Room	Date	Description	G-	Reference	Charge	Credit
258 258 258	10/22/09 10/23/09	Room Charge Lodging Tax Visa Card XXXXXXX	1 1 1	00217C	72.00 7.20	-79.20

Room

BALANCE

0.00

Room/Tax

79.20 Tel

Misc

F&B

Payment

-79.20

We hope you have enjoyed staying with us.

I agree that my liability for this bill is not waived and agree to be held personally responsible in the event that the indicated person, company or association fails to pay for any portion or the full amount of these charges. Guest

Signature_

Blankenship, Jolene

From:

Southwest Airlines [SouthwestAirlines@luv.southwest.com]

Sent:

Thursday, October 15, 2009 4:09 PM

To:

Blankenship, Jolene

Subject:

Ticketless Confirmation - MORGAN/BRETT H - NAB5E3



Receipt and Itinerary as of 10/15/09 6:09 PM

Confirmation Number NAB5E3

Confirmation Date: 10/15/09

CID: 99209191

Received: WN/STATEOF CALIFORNIA BY

ICBM



Passenger Information	A Comment IS Street	estAltimosoblev in the	20.7 2 (20) 254 254 254
Passenger Name	Account Number	4 09 PTicket#	Expiration ¹
MORGAN/BRETT H	00001046516004	5262160099600	10/15/10

¹ All travel involving funds from this Confirmation Number must be completed by the expiration date.

 1000			
I P	_	200	rv

Depart: SACRAMENTO CA to BURBANK	CA	Travel	Time: 1	hrs	10	mins
Debail. SACIAMENTO CA LO DONDANI		HILLYON	111110.		1000	1111110

Date

Flight

Routing Details

Thu Oct 22

1826

Depart SACRAMENTO CA (SMF) at 1:45 PM

Arrive in BURBANK CA (BUR) at 2:55 PM

Return: BURBANK CA to SACRAMENTO CA

Travel Time: 1 hrs 15 mins

Date

Flight

Routing Details

Fri Oct 23

1406

Depart BURBANK CA (BUR) at 9:05 AM

Arrive in SACRAMENTO CA (SMF) at 10:20 AM

Cost and Payment Summary

Base Fare	\$269.76
+ Excise Taxes	\$20.24
Advertised Fare	\$290.00
+ Segment Fee	\$7.20
+ Passenger Facility Fee	\$9.00
+ Security Fee ¹	\$5.00
Total Payment:	\$311.20

¹Security Fee is the govermentimposed September 11th Security Fee.

Current payment(s)